

Trainer Approval Board Requirements

Trainer Approval Board Purpose:

The purpose of the Trainer Approval Board is to approve or deny state-approved trainer applicants. This board is an important part of Washington State's professional development system. The trainer approval board helps to raise the quality of state trainings by reviewing all state-approved trainers who offer STARS credit hours. Implementing a trainer approval process is a key recommendation of the Professional Development Consortium Report to the Governor and is aligned with the goals of the Washington Early Learning Plan.

Duties of the Board:

DEL released information on the new trainer approval process in August 2011. New requirements go into effect for trainers who are not currently a part of the state training system January 1, 2012. Current trainers and training organizations must apply by September 1, 2012 to continue offering STARS credit hours for state trainings. STARS hours are the required hours that all licensed early care and education and school age professionals are required to meet.

Individual trainers must apply online through the state registry, the Managed Education Registry and Information Tool (MERIT), for one of the various trainer levels and complete all requirements of the application process. The four trainer application levels that the board reviews are:

- Apprentice Trainer
- Intermediate Trainer
- Advanced Trainer
- Specialist Trainer

The board will consist of seven to 11 members will meet once per month or once every other month to review applications. DEL will screen all applicants before board meetings and ensure that applications are complete. The main function of the board will be to:

- Score the professional development unit example according to a standardized scoring rubric. This unit example is part of the trainer application for all levels and provides an opportunity to review whether applicants can design a meaningful training that is organized and links to the Core Competencies and Early Learning Guidelines.
- Review letters of recommendation and professional resumes to ensure that requirements are met
- Review the individual skills and expertise of Specialist trainer applicants to determine the level and content areas of approval

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Why Join the Board?

Board members will make decisions that impact the quality of training in Washington. We welcome leaders in the field who are interested in donating time to professionalize the field and shape the future of professional development. Although this is not a paid position, members will be given travel stipends for attending meetings. Meetings will be held in Olympia and Seattle.

Trainer Approval Board Member Requirements:

- Bachelor's Degree or Associate's Degree with at least five years demonstrated leadership experience in the early care and education or school-age fields.
- At least three years of experience in designing curriculum/training for adult audiences .
- Demonstrated skill and expertise in adult learning such as coursework in instructional design and/or adult education.
- Demonstrated leadership experience in the early care and education or school-age fields.
- One year of direct service experience with children ages birth through age 18.

Application Process:

- Submit a letter of interest that explains to the trainer approval member requirements along with a current, professional resume to Juliet.Morrison@del.wa.gov.
- Applications will be screened and reviewed by DEL.
- DEL may ask finalists to interview for a position on the board.
- The duration of the Trainer Approval Board membership is one year. Members may elect to continue serving on the board after each year. Vacant positions will be filled through a state application process.
- Applications are due November 11, 2011

For more information on MERIT and the professional development system for early care and education and school age professionals, please visit:

<http://www.del.wa.gov/requirements/professional/Default.aspx>